Accessing CM/ECF

Access to the CM/ECF system is gained through using the Netscape Navigator WEB browser.

STEP 1   Open Netscape Navigator and enter the URL (address) of the court's homepage in the browser's **Location** field. **(See Figure 1)**
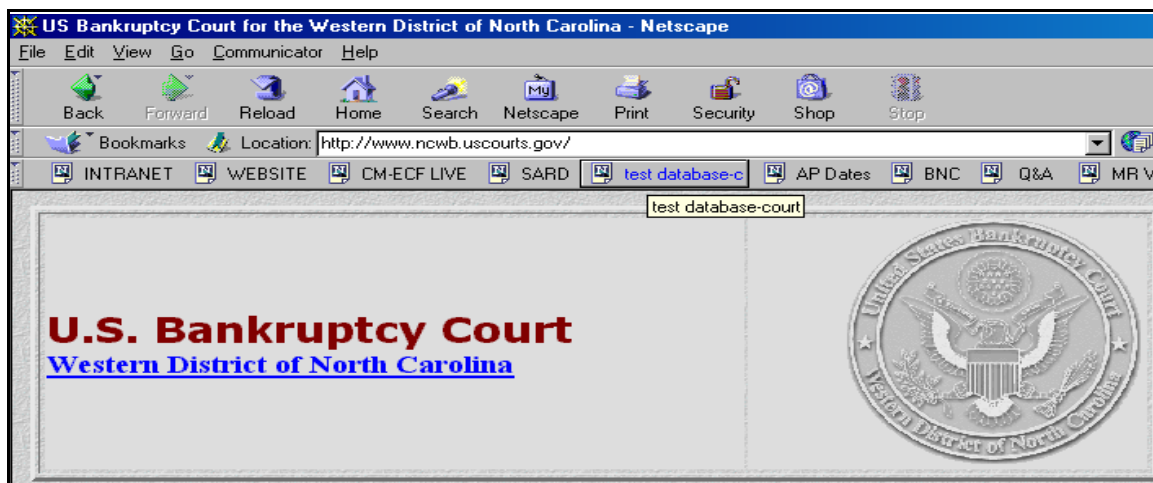

Figure 1

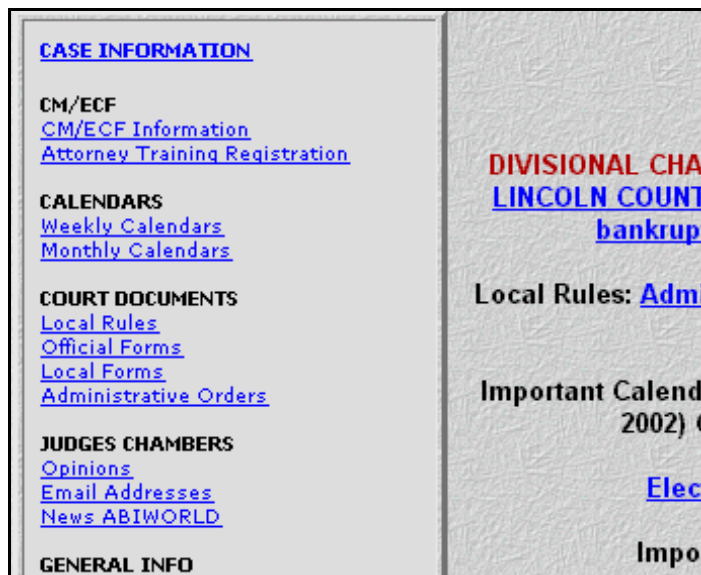**STEP 2**   Click the CM/ECF Information hypertext link. **(See Figure 2)**

Figure 2

STEP 3   The **CM/ECF Information** page displays. **(See Figure 3)**
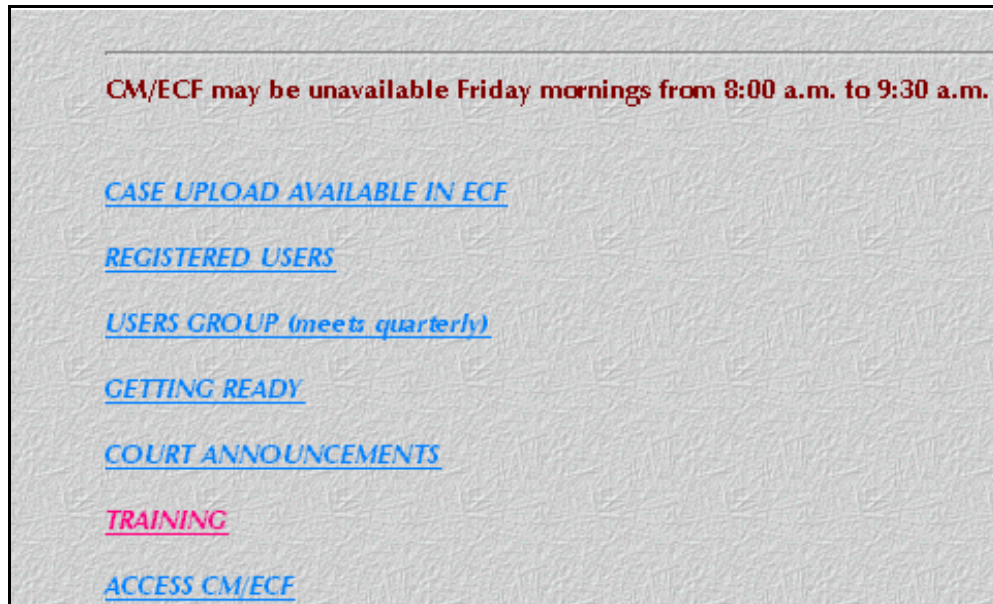

Figure 3

◆   Click the Access CM/ECF hypertext link.

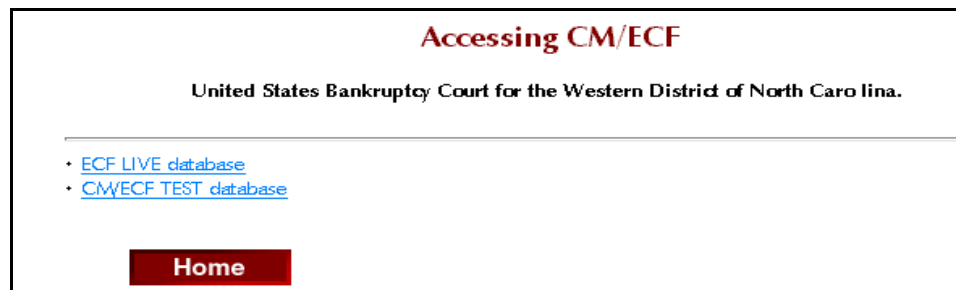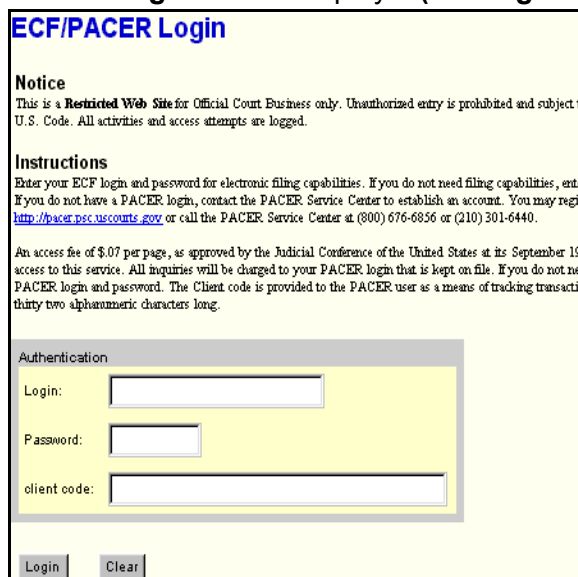**STEP 4**   The **Accessing CM/ECF** screen displays. **(See Figure 4)**

Figure 4

◆   Click the ECF Live database hypertext link.

STEP 5   The **WDNC CM/ECF Main Page** displays. **(See Figure 5)**

Welcome to the U.S. Bankruptcy Court for the Western District of North Carolina

Western District of North Carolina - Document Filing System

Figure 5

STEP 6   The **ECF/Pacer Login** screen displays. **(See Figure 6)**

Figure 6

◆   Enter your **Login** and **Password** assigned to you by the Court. Logins and passwords are case sensitive. For Example, a login of thomask should not be ThomasK or THOMASK. Enter a client code, if desired.

◆   Click **[Login]** to continue.

NOTE: The **preferred method** to *exit* CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.